

## **CITY OF LINDSTROM POSITION DESCRIPTION**

**POSITION TITLE:** MAINTENANCE WORKER  
**DEPARTMENT:** PUBLIC WORKS  
**ACCOUNTABLE TO:** PUBLIC WORKS DIRECTOR

Last updated: January 2019

### **Primary Objective of Position**

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Performs various types of duties related to the operation and maintenance of the City's streets and other infrastructure, public facilities, community parks, and utilities including water, wastewater, and storm water. Uses equipment necessary to perform tasks in compliance with equipment manuals. Follows all safety procedures related to job and equipment operation.

### **Major Areas of Responsibility/Accountability**

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#### **Streets/parking lots**

- Snow plowing, hauling and loading
- Sanding of ice or snow covered streets
- Street sweeping
- Pot hole repair
- Street sign erection and repair
- Curb and municipal parking lot/space delineation painting
- Boulevard tree trimming and removal

#### **Storm Sewer**

- Clean storm sewer catch basins
- Maintain storm water ponds
- Clean and maintain rain gardens

#### **Sanitary Sewer**

- Locate sanitary mains per Gopher State One Call
- Troubleshoot and maintain sewer lines, manholes, lift stations etc.
- Respond to emergency main breaks

## **Water Service**

- Maintain city water system
- Monitor network metering system
- Respond to emergency main breaks
- Monitor system repair by contractors
- Monitor wells and tower, SCADA system

## **City Parks**

- Mow all parks
- Maintenance of city parks, recreational facilities & playground equipment
- Plant and maintain trees
- Maintain sprinkler system
- Trash collection

## **Cemetery**

- Maintenance of city cemetery
- Monitor plot excavation
- Be aware of plot plan

## **Building Maintenance**

- Perform minor building maintenance; light bulb replacement, furnace filter replacement, etc.
- Shovel sidewalks adjacent to city owned buildings and properties
- Carpentry and other building and structure maintenance activities

## **Compost Site**

- Assist to oversee the joint compost site

## **Vehicle Maintenance and Preventive Maintenance**

- Public works vehicle maintenance
- Advise on replacement

## **Other**

- On-call availability while off-duty.
- Assist other City Departments as assigned in emergencies.
- Required to be on standby duty; 24 hours, 7 days a week on a rotating schedule

- Assist with various community celebrations (Harmony in the Park, Karl Oskar Days, Tree Lighting Festival, etc.)
- On occasion, work additional or substitute hours from the normal work schedule.
- Performs other duties and assumes other responsibilities as apparent or as assigned.
- Participate on the Safety Committee
- Communicates with public - answering inquiries and requests for information in a respectful manner

The above examples are not all-inclusive and serve as illustration of various types of work performed. The job description is subject to change as the needs of the employer and requirements of the job change.

## **Training**

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- Acquire necessary certification for required licenses
- Review "Right To Know" information regarding substances used on the job and learn how they must be handled
- Attend "Loss Control" workshops and implement pertinent recommendations
- Abide by provisions of Workplace Accident and Injury Reduction Act (AWAIR) and attend scheduled safety meetings
- Work with LMCIT representatives and take preventative measures to reduce undue exposure of citizens to dangerous or hazardous situations.

## **Qualifications**

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- High School Diploma
- Must have mechanical skills
- Must have basic electrical, carpentry and masonry skills
- Knowledge of street maintenance, wastewater collection and water distribution systems.
- Ability to read sewer, water, utility, and street maps.
- Ability to read "as built" sewer & water plans, drawings and specifications.
- Ability to express oneself, clearly and concisely, both orally and in writing with tact, diplomacy and good judgment.
- Must have valid class B Minnesota Driver's License with Air Brakes Endorsement
- Must possess a Class D Water License and a Class SD Collection System License with 2 years of Hire
- Within six (6) months after completion of their training period, all full-time maintenance employees are required to reside within ten (10) miles of

the corporate limits and be able to arrive at City Hall within fifteen (15) minutes by motor vehicle as time in fair weather and within all applicable speed limits and traffic regulations.

## **Physical Demands**

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hand to finger, handle or feel objects, tools, or controls. The employee is frequently required to stand, walk, reach with hands and arms, climb or balance, stoop kneel, crouch or crawl, and talk/hear.
- The employee must regularly lift and or move up to twenty-five (25) pounds, frequently lift and or move up to fifty pounds (50), and occasionally lift and or move more than one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

## **Work Environment**

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. The employee occasionally works in high, precarious places, and is occasionally exposed to toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment occasionally requires the use of hearing protective equipment.

## **Expectations**

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- To treat everyone with respect, tact, diplomacy and good judgment

- To act professionally toward fellow staff without grumbling, complaining or gossiping
- To perform duties with care and precision; avoiding errors and mistakes
- To take risks and try new processes to better provide services to our residents
- To remember our purpose to deliver quality services to our residents
- To support the City of Lindstrom, acknowledging that you are a representative of the City of Lindstrom to others – the Public, Elected Officials, Township Employees, County Employees, Police Officers, Firefighters, Emergency Responders, Business Owners, Contractors, etc.
- To go beyond the expectations of the job description in order to support the entire City Staff